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INSTRUCTIONS
TO THE ATTENDANTS, &c.
IN THE
ROYAL EDINBURGH ASYLUM.

1842.

To be kept clean, and returned on departure.



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GENERAL INSTRUCTIONS

I.—TO THE ATTENDANTS.

I. It is expected that the attendants shall take an interest in those placed under their charge, and exert every endeavour to promote their comfort and recovery.

II. They must always bear in mind, that the insane are not responsible for their words or actions, and must, therefore, on no occasion, resent either intemperate language, or unruly behaviour, but exhibit uniform kindness and perfect self-control.

III. As patients will rather imitate the example of their attendants than follow their instructions, it is necessary that the example set by the latter be one of order, quietness, punctuality, personal neatness, and general propriety of behaviour.

IV. The recovery of the inmates being the grand object of the institution, those attendants will be most esteemed, and suitably rewarded, under whose charge, or through whose means, the greatest number recover.

V. The success of the after treatment of a patient depends very much on the impression made on his mind at the time of admission ; no pains, therefore, must be spared, by kind attentions, on the part of the attendant, to inspire confidence on this occasion.

VI. When seclusion, the bath, or any other measure deemed necessary for the patient's welfare, to which he is unwilling to submit, is prescribed, persuasive means must first be tried ; if these fail, the assistance of additional attendants is to be procured, so that the patient may perceive that it would be



useless to resist, and no struggle ensue. On these occasions, in particular, no taunts, irritating expressions, or threatening language, are to be used.

VII. The attendants are responsible for the personal cleanliness and neatness of those placed under their charge, and those inmates whose habits are uncleanly, or who are destructive to their clothing, must be presented in the same condition as those whose habits are more correct. Uncleanly habits will generally be corrected by those repeated attentions which are used with success in the care of children.

VIII. No patients are at any time to be left without observation, either in the airing or working grounds, or galleries, excepting when secluded by the physician's orders, and even then they must be visited frequently; this rule applies particularly to suicidal cases, whose safety can only be secured by unceasing vigilance.

IX. Attendants shall on no occasion lend their keys to patients, whether convalescent

or not, but must always bear them on their persons, and lock whatever doors they pass through, however frequently they may have occasion to do so.

X. There are few patients who may not be engaged in occupations or amusements of some kind, if their tastes in these respects are consulted by the attendants. In regard to occupation, it is ever to be borne in mind, that it is not the amount of work done, but the exercise of the bodily or mental powers of the inmates, which is the object to be kept in view ; and thus, while the idle are to be encouraged, the powers of the willing are not to be overtaxed. Fatigue of body, and exhaustion of mind, are equally to be avoided.

XI. The delusions of a patient are, on no account, to be made the subject of merriment or amusement ; they are, as a general rule, not to be contradicted, but when introduced by the patient, his attention is, if possible, to be directed to some other subject.

XII. An attendant is never to make a

promise to a patient which it is known cannot be performed.

XIII. At the Physician's visits, the attendants shall be prepared to report every peculiarity in the condition of the inmates since his last visit. Any accident is to be reported to him immediately. Every instance of neglect or concealment will be held as a decisive proof of incapacity and unfaithfulness.

XIV. When a patient escapes through inattention or carelessness, the attendant shall pay such proportion of the expense of bringing him back as the physician shall determine.

XV. When an attendant gets leave of absence, he shall see, before departure, that a substitute is in attendance, and shall return punctually at the specified time.

XVI. No male attendant shall enter the female department of the house, nor female attendant that of the males.

II. TO THE ASSISTANTS, OR CLEANERS.

The assistants shall, under the direction of the attendants, scrub the floors, make the beds, and attend generally to the cleanliness of the house. In the performance of their duties, they shall preserve order and regularity. No place shall be considered clean, which can be made cleaner, and a bad smell must not any where be perceived. In their intercourse with the patients they shall follow the instructions given above, to the attendants.



SPECIAL INSTRUCTIONS.

I. TO THE ATTENDANTS.

Six o'clock. The attendants shall enter on their duties at six o'clock, summer and winter, when they shall see that the patients rise and proceed to wash and dress themselves carefully. This duty is to be performed by the attendants for those patients who are unable to perform it for themselves. The male patients shall be shaved on alternate days.

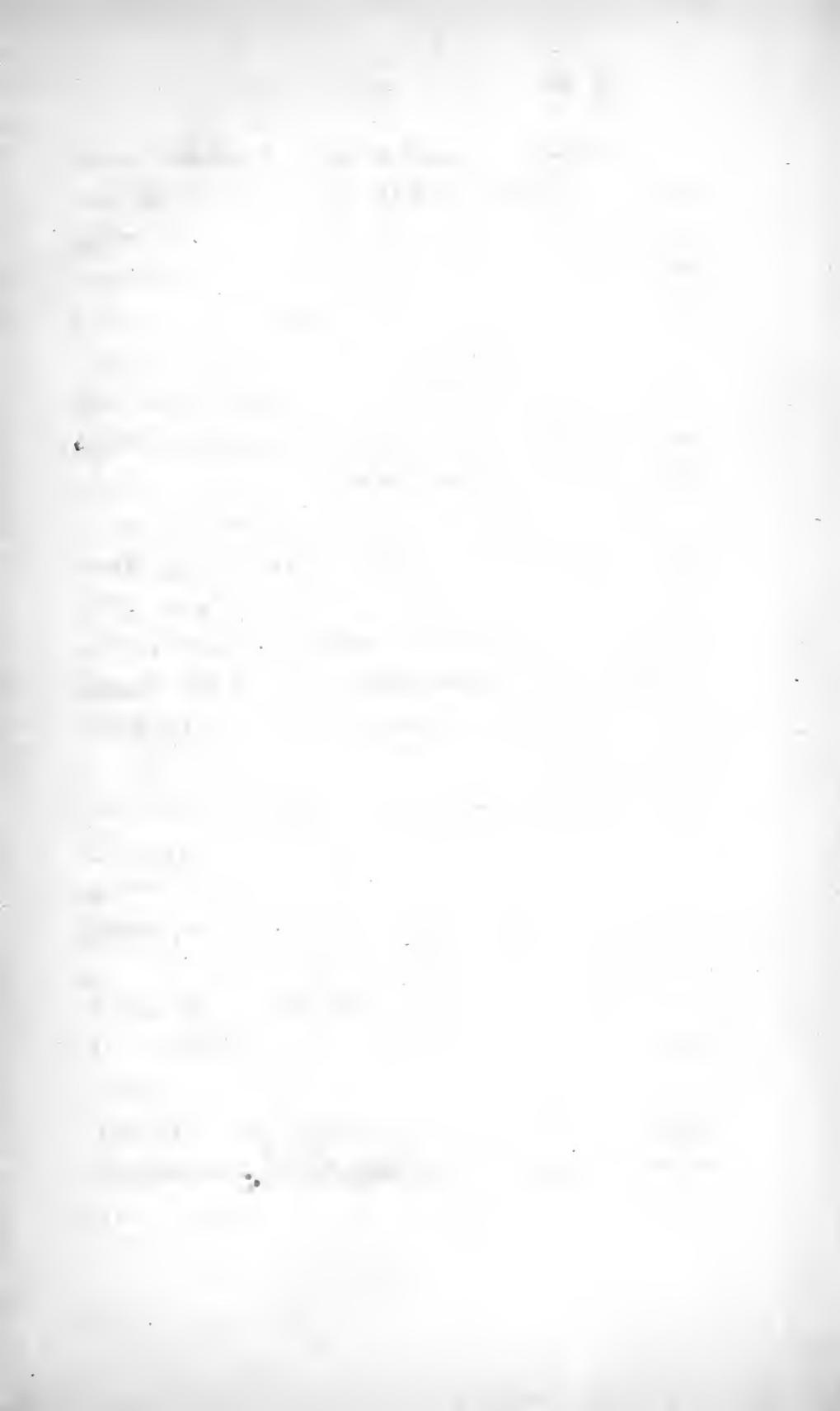
Half past seven. By this hour dressing shall be completed, and those patients who are so disposed, shall then be engaged in light occupations.

At half-past eight o'clock breakfast shall be served, and it will be the duty of the attendants to see that this, as well as every other meal, is taken according to the ordinary usages of society. Grace shall be said at the commencement of the meal. The attendants shall sit at table with the patients, unless otherwise arranged. The dishes shall remain half an hour on the table.

At nine o'clock the inmates shall be conducted to chapel in a quiet and orderly manner. The attendants shall supply them with Bibles, &c. and besides setting an example of decorum, shall seat themselves near those whose propriety of demeanour can be least calculated on.

By ten o'clock all the patients shall be engaged in their out or in-door occupations or amusements. If possible, in the forenoon, patients of the higher, as well as the lower classes, are to be *usefully* employed.

At one o'clock the patients shall be brought from the working and airing grounds, and encouraged to engage in reading, and other light occupations. To those patients for whom it is prescribed the shower bath shall now be administered.



At two o'clock dinner shall be served, the table cloth, &c. being arranged ten minutes before. The attendants shall see that this meal is taken leisurely, and shall guard against accidents from choking, by taking care that the food is eaten in small morsels. They shall feed the paralytic, and those who cannot do this duty for themselves. Grace shall be said at the commencement and conclusion of this meal. The dishes shall remain forty minutes on the table.

At three o'clock, bowls, billiards, music, and other amusements for the higher class, out and in-door occupations for the lower, shall, as a general rule, be adopted. The out and in-door occupations shall last till six.

At six o'clock tea shall be served. The evening shall be devoted as much as possible to amusements among patients of all classes, reading, music, and dancing being, under due regulation, encouraged.

At eight o'clock supper shall be served. Grace shall be said at the commencement of this meal.

At half past eight o'clock, in each sitting-room a chapter of the Bible shall be read by the attendant.

At half-past nine o'clock in summer, and nine in winter, the patients shall be conducted to their sleeping apartments, or dormitories, and each shall be *seen* to undress, the clothes being immediately afterwards removed and examined, lest any thing improper should be concealed.

At ten o'clock the night attendants shall enter on their duties. They shall wear light shoes, to avoid noise, and, considering the responsibility which rests upon them, shall be careful to guard against accidents of every kind. The cause of any noise which is heard shall be immediately ascertained. They shall endeavour to soothe the agitated, give the prescribed medicines to the sick, and attend as much as possible to the wants of all. They shall make a report to the superintendent, matron, or head attendant in the morning, who shall embody it in their report to the Physician.

II. TO THE ASSISTANTS, OR CLEANER.

At half past five o'clock they shall commence to light the fires during the season they are used, and put in order the sitting and work-rooms.

Immediately on the patients' rising from bed, they shall arrange the beds according to a prescribed method, remove the canvass, and other beds which have been soiled, and proceed to clean the floors.

At the hours of meals they shall bear the dishes and food to and from the departments.

Attendants, as well as domestic servants, shall sign the following

OBLIGATION.

I hereby promise to obey the Rules of the Institution ; to promote, as far as I am able, its objects ; to be careful of its property ; to avoid gossiping about its inmates or its affairs ; and to endeavour generally, by my own con-

duct and demeanour, to sustain its respectability. I consider myself bound to perform any duty assigned, although not of a nature which I usually perform, should circumstances require my doing so. If any thing improper is done in my presence, or to my knowledge, in the Institution, I consider myself bound to report it to the Physician, or other superior office-bearer. I understand my engagement to be of a monthly nature, but acknowledge the Physician's right to discharge me, without warning, for acts of unkindness to the inmates, intemperance, disobedience to orders, or any transgression of the rules—my wages being forfeited if my conduct compromise the character of the Institution.







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Instructions to the attendants, 1842

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